

## **Southern Area Incident Management Team Electronic Application Instructions**

***Please read each instruction as you go through the application process. If you need additional assistance please contact your local dispatch center.***

***Applicants are encouraged to apply for all 3 teams within the Southern Area.***

***If you do not see a vacancy for your position of choice please contact one of the IMT Incident Commanders.***

**\*\*LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS DEC 5<sup>TH</sup>\*\***

1. Go to the SACC overhead webpage <http://gacc.nifc.gov/sacc/logistics/overhead/overhead.htm>
2. Click on any of the team vacancies and applications links. You will be directed to <http://www.imtcenter.net>
3. Search for the position you are interested in applying for. When searching for positions, especially if applying for multiple positions, be sure to scroll through the entire screen. Positions are often listed in the order they were entered into the system and not necessarily grouped alphabetically or by team affiliation. Note: Even though a team may carry multiple positions of the same qualification (e.g. Division Group Supervisor) only one DIVS position/vacancy will be listed. Multiple applicants will be selected from the same vacancy to meet team configuration requirements and needs.

There are 3 ways to search for vacancies:

- By GACC (if Southern Area is selected, *all* vacancies, regardless of IMT affiliation will be displayed) ***\*\*use this method to apply for multiple positions on multiple teams\*\****
  - By position (will display all vacancies for that position nationwide) ***\*\*use this method to apply for the same position on one or more teams\*\****
  - By Team (displays all vacancies associated with the selected team) ***\*\*use this method to apply for one or more positions on the same team\*\****
4. Once you have selected the positions you want to apply for, select the “apply to selected positions” link at the bottom of the page.
  5. If applying for more than one position/qualification you must assign a priority/rank value to be considered during the selection process. After positions have been ranked select “Continue” twice.
  6. Enter the required information to complete the application;
    - a. Name, agency, address, contact information, etc.
    - b. Select “No” when asked if “currently member of a team” (team members apply annually)
    - c. Answer if you are a seasonal or AD

7. Enter supervisor's name, phone number, and email address. Supervisor will receive email to approve or deny the application request. **\*\*AD's with questions on who should be listed as their supervisor should contact their local dispatch center \*\***
8. Enter Qualifications Coordinator/Training Officer name, phone number, and email address. Qualifications Coordinator will receive email to approve or deny the application pending verification of qualifications applied for. **\*\*If you do not know who issues redcards or tracks fire qualifications contact your local dispatch center\*\***
9. Do not check "this team is located in my state"
10. Check the box "This team is located in my GACC" unless team applying to is outside of Southern Area.
11. Select level of qualification for the position applied to from the drop down menu. **\*\*If applying to be an alternate only please provide this information in the Optional text box.\*\***
12. Enter relevant experience. This information is required.
13. Enter any other qualifications and/or experience in the Optional text box. **\*\*If applying for a shared primary position, indicate that information here with the name of who will be sharing the position, if known.\*\***
14. Select the "Terms of Agreement"
15. Select "Submit My Application"
16. Print a copy for your records.
17. Exit website

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